Delegation of Disbursing Authority: Frequently Asked Questions

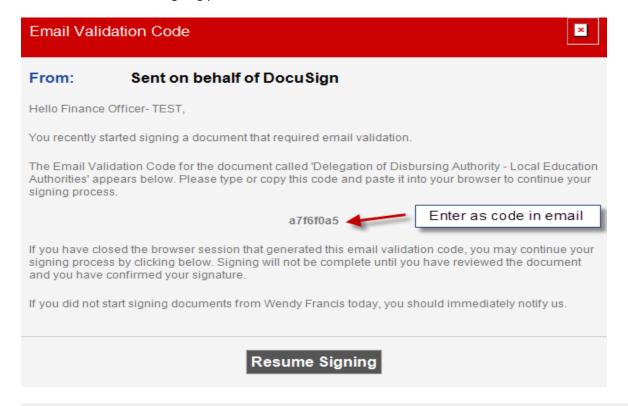
- 1. Who are the participants on the form?
 - a. Finance Officer, Superintendent and Reviewer (optional). The reviewer receives a copy of the form and is not required for signature.

PowerForm Signer Information

Please enter your name and email to begin the signing process. Your Role: Finance Officer Your Name: Your Email: Please provide information for any other signers needed for this document. Role: Reviewer Name: Reviewer will receive an email and copy of the form at the same time as the Superintendent. Reviewer can Email: manage the signing process. ex: Executive Assistant to the Superintendent Role: Superintendent Name:

2. Why am I receiving emails from Wendy Francis via DocuSign?

You will receive two emails from Wendy Francis via DocuSign. One email will provide an access code to be entered into a subsequent email which begins the signing process. Access codes are different each time the signing process is initiated.



Please enter the access code to view the document



Wendy Francis

Office of State Controller State of North Carolina - 2

An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email.



Remember to validate the access code.

3. What are the red boxes in the form?

Required fields are designated by a red box. Type the required information in the field. The form will not process without data in the required field.

DocuSign Envelope ID: A143217B-E76E-4835-A6D6-BB23B20E2A06

State of North Carolina

Office of the State Controller Delegation of Disbursing Authority – Local Education Authorities (LEA)	
Consistent with General Statute §143B-426.40G, the North (OSC) delegates the authority to make disbursements through State Treasurer to the following terms and conditions:	
1. The LEA shall exclusively use disbursing account(s	s) assigned by the State Treasurer to make
Will the form indicate where to sign?	
Yes – The "Sign Here" indicator will direct you wh	nere to sign.
(Superintendent)	(Date)
Sign Here	(Date) 9/5/2014 14:06 PM ET
Sign Here	9/5/2014 14:06 PM ET (Date) g authority in accordance with the terms s delegation shall be from the date below dent from the State Controller that the date

After choosing an electronic signature, a confirm signing indicator will appear on the left hand side of the document. Confirm, and your part of the signature process is complete. A completed copy of the signed document is available for download and review. The form will continue the process to the next person.



5. Will I receive a copy of the form?

Yes, upon completion of all signatures, an email is sent to all participants on the form documenting the completed process. The form can be accessed at this time and you are able to save or print the form.

6. Who can I contact with questions?

Office of State Controller Support Services Center at 919-707-0795 or osc.support.services@osc.nc.gov.